

Laie Emergency Plan



Dated January 27, 2011

Brigham Young University-Hawaii

Polynesian Cultural Center

Hawaii Reserves Inc.

Laie Community Association

Prepared by the

Laie Emergency Planning Committee

Disclaimer:

This is not a legally binding agreement. This emergency plan is intended solely as an internal use document for the Laie Emergency Council (LEC), Incident Management Team (IMT), Laie Emergency Planning Committee (LEPC) and their associates. No warranty or guarantee is given as to the accuracy or completeness of the information provided herein. While it provides general emergency guidelines, common sense must govern all emergency actions. The Laie Emergency Council (LEC) has the right to modify, amend this emergency plan and/or the information contained herein at any time for any reason.

Signature Page

Resolve:

We the Laie Emergency Council (LEC) have reviewed the Laie Emergency Plan (LEP). We approve the attached Laie Emergency Plan (LEP) in order to more fully provide for a coordinated response to a disaster or emergency in Laie.

President, Brigham Young University-Hawaii (BYUH)	Date
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President, Polynesian Cultural Center (PCC)	Date
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President, Hawaii Reserves Inc. (HRI)	Date
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President, Laie Community Association (LCA)	Date
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President, Laie Hawaii North Stake	Date
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President, Laie Hawaii Stake	Date
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President, Laie Hawaii BYUH 1st Stake	Date
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President, Laie Hawaii BYUH 2nd Stake	Date
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President, Laie Hawaii BYUH 3rd Stake	Date
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Record of Changes

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Purpose Statement:

The Laie Emergency Plan (LEP) exists primarily to protect life and property in Laie, in doing so the plan, and to the extent possible:

- A. Provides a comprehensive and coordinated emergency plan for: the Laie community, the LDS Church, and the LDS Church entities in Laie, which is effective, easy to understand and works along established lines of communication.
- B. Sets forth emergency response guidelines based on the Incident Command System (ICS) with primary focus on: preparing for emergency situations, evacuation and sheltering of Laie residents during an emergency situation, and accelerated recovery afterwards.
- C. Lays out:
 - i. The organization of the directing body during an emergency in Laie, the Laie Emergency Council (LEC),
 - ii. The Incident Command System (ICS) upon which all emergency operation are based,
 - iii. How the plan is activated and maintained,
 - iv. Basic procedures for evacuation and recovery,
 - v. Appendixes that supplement the Laie Emergency Plan (LEP) by providing: specific hazard plans, operational forms, contact and equipment information, as well as other valuable information for emergency preparation, response and recovery.
- D. Is designed to work with the American Red Cross and with state and local government emergency response agencies, such as the Honolulu Department of Emergency Management (DEM) and Hawaii State Civil Defense (SCD).

The emergency organization and procedures in the following sections are the basic structure that will apply in most community-wide emergency situations.

For a more detailed list of procedures specific to different disasters and emergencies see Appendix 1: Conditions of Readiness (COR).

General Emergency Priorities are, in the following order:

1. Protection of human life,
2. Support of health, safety and basic care services,
3. Protection and maintenance of LDS Church-affiliated and Laie community assets,
4. Assessment of damage,
5. Restorations of general operation (in all areas).

Assumptions:

- A. In a disaster Laie and surrounding communities will become isolated. It is likely that the community will be cut off from outside resources including power, and will therefore have to rely on its own resources for possibly 3-7 days in a major disaster situation.
- B. Major entities in the community: Brigham Young University-Hawaii (BYUH), Polynesian Cultural Center (PCC), Hawaii Reserves Inc. (HRI), the Laie Community Association (LCA), and leaders in LDS Church are familiar with the plan and will respond accordingly. These entities have the most resource capacity to assist during emergency situation until government or other assistance arrives.
- C. The Laie Community is at risk for the following hazards:
 - i. Earthquake
 - ii. Flash Flood
 - iii. High Winds
 - iv. Hurricanes
 - v. Power Outage
 - vi. Severe Storm
 - vii. Tsunami
 - viii. Terrorism or other man made hazard
- D. Flashing Flooding and Power Outage being the most likely to affect the community and Hurricane and Tsunami as the most devastating. Most of the community is located within the City and County of Honolulu Department of Emergency Management (DEM) evacuation zone, see Appendix 4: Maps and Charts, for a map of the evacuation zone.
- E. The most vulnerable critical facilities are power, and water/sewage.
- F. Execution of the Laie Emergency Plan (LEP) in a timely and orderly manner will save lives, prevent injures and even protect property from damage.

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Section I: Emergency Management

Department of Emergency Management (DEM):

The Honolulu Department of Emergency Management (DEM) is responsible to develop, prepare and assist in the implementations of emergency management plans and programs to protect and promote public health, safety, and welfare of the City and Country of Honolulu during times of disaster emergency. Oahu is split up into 6 districts. Laie is part of District 5, which extends from Kualoa Beach Park to Waimea Bay Bridge.

District 5 is divided into five areas. Laie resides in Area 3, which runs from Pounder's Beach to the bridge entering Kahuku.

In an emergency the Honolulu Department of Emergency Management (DEM) will set up a local Emergency Operations Center (EOC) at the Kahuku Police Station. For a list of the District Coordinator and volunteers, see Appendix 2: Contact Information.

Laie Emergency Plan (LEP) Organization:

Laie Emergency Council (LEC)
Laie Emergency Planning Committee (LEPC)
Incident Management Team (IMT)

Laie Emergency Council (LEC):

In times of community-wide disaster or emergency, the Laie Emergency Council (LEC) serves as the directing body for the community of Laie and LDS Church affiliated entities.

Members:

The Laie Emergency Council (LEC) is comprised of the presidents of the following organizations:

- Brigham Young University-Hawaii (BYUH)
- The Polynesian Cultural Center (PCC)
- Hawaii Reserves, Inc. (HRI)
- The Laie Hawaii Temple
- The Laie Community Association (LCA)
- The Laie Hawaii Stake
- The Laie Hawaii North Stake
- The BYU-Hawaii 1st Stake
- The BYU-Hawaii 2nd Stake
- The BYU-Hawaii 3rd Stake

How the Laie Emergency Council (LEC) works:

The Laie Emergency Council (LEC) functions as a unified command that is led by a Chair who is the BYUH President or designee. See Appendix 2: Contact Information, for Laie Emergency Council (LEC) personnel contact information.

The Chair is responsible for all aspects of the emergency operation. The Chair with the help from the Laie Emergency Council (LEC) monitors and directs emergency operations. In most emergency situations however, designated Incident Commanders (IC) will be the primary incident managers.

Location:

Depending on the nature of the disaster and other factors, the Laie Emergency Council (LEC) will meet in the following location: Brigham Young University-Hawaii (BYUH) Lorenzo Snow Building (LSB) President's conference Room. This location will become the Incident Command Post/Emergency Operations Center (ICP/EOC).

Laie Emergency Planning Committee (LEPC):

The Laie Emergency Planning Committee (LEPC) is composed of representative from all of the above-mentioned Laie Emergency Council (LEC) entities and those invited to help in accomplishing the goals of the Laie Emergency Planning Committee (LEPC).

The Laie Emergency Planning Committee (LEPC) is tasked from the Laie Emergency Council (LEC) with the goals of:

1. Keep the Laie Emergency Plan (LEP) current and train those assigned to assist in emergencies,
2. Recommend and submit procedures for specific emergency to the Laie Emergency Council (LEC) for approval,
3. Recommend staffing for the Incident Management Team (IMT), and
4. Determine and acquire specific and sufficient emergency equipment and supplies.

The Laie Emergency Planning Committee (LEPC) meets monthly at Brigham Young University-Hawaii (BYUH), headed by the designated Incident Commander (IC) and directed by a designated chair.

The Incident Management Team (IMT):

The Incident Management Team (IMT) is a group of individuals composed of an Incident Commander (IC), General and Command staff, including positions under these leaders. The Incident Management Team (IMT) uses the Incident Command System (ICS) in responding to the emergency occurring. They will normally meet at Brigham Young University-Hawaii (BYUH) Lorenzo Snow Building (LBS) Presidents Council Room designated as Incident Command Post/Emergency Operations Center (ICP/EOC). The Incident Management Team (IMT) has authority and/or response requirements and responsibilities. Additionally, the Incident Management Team (IMT) has pre-designated roles and responsibility for emergency response.

Incident Management Team (IMT) members should be trained and certified through the Federal Emergency Management Agency (FEMA) online courses in Incident Command System (ICS) course IS 100, and National Incident Management System (NIMS) course IS 700. Training is also available for Community Emergency Response Team (CERT), American Red Cross shelter operations, additional Federal Emergency Management Agency (FEMA) and Incident Command System (ICS) training online and First Aid/CPR.

Emergency Shelters:

The general community shelter for the community of Laie and neighboring towns is the Brigham Young University-Hawaii (BYUH) Cannon Activity Center (CAC). The shelter is opened and run by the American Red Cross. The shelter will open after the American Red Cross has recognized an emergency situation. The CAC shelter is primarily for sheltering during the emergency, afterwards the shelter may remain open if needed for post incident sheltering at which time other facilities will be opened as shelters as needed. BYUH students are sheltered in the BYUH Stake Center, which is opened and run by BYUH. For more information see [Annex J: Shelter Information](#).

Section II: Incident Command System

The Incident Command System, or ICS, is a standardized, on-scene, all-hazard incident management approach. The Incident Command System (ICS) allows community responders to adopt an integrated organizational structure that matches the complexities and demands of the incidents without being hindered by jurisdictional boundaries. The Incident Command System (ICS) structure is flexible. It can grow or shrink to meet different needs. This flexibility makes it a very cost-effective and efficient management approach for both small and large situations.

Members include the following:

Incident Commander (IC)

Command Staff

Safety Officer (SO)

Public Information Officer (PIO)

Liaison Officer (LO)

General Staff

Operations Section Chief (OSC)

Planning Section Chief (PSC)

Logistics Section Chief (LSC)

Administration/Finance Section Chief

Incident Commander (IC):

The Incident Commander (IC) is the individual responsible for all incident specific activities. This includes the development of strategies, tactics, and the ordering/release of resources for a specific incident, (there could be many in a given emergency). The Incident Commander (IC) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. Takes general direction and receives delegation of authority from Laie Emergency Council (LEC). However, at the incident scene, the Incident Commander (IC) is in charge. The Incident Commander (IC) may have a deputy Incident Commander (IC) if needed. The Incident Commander (IC):

- Provides overall leadership for managing the disaster or emergency,
- Delegates authority to others,
- Takes general direction from government agency administrators/officials,
- Establishes disaster or emergency management objectives,
- Directs development of an disaster or emergency plan of action,
- Assesses need for staff in responding to the disaster or emergency,
- Ensures disaster or emergency management safety,
- Provides information to internal and external responders and managers, and
- Establishes and maintains liaison with other agencies and organizations supporting the response.

Command Staff:

The Command Staff consists of the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LO). They report directly to the Incident Commander (IC). They may have an Assistant or Assistants, as needed.

Safety Officer (SO):

Is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety: from contaminated wastewater, electrical hazards, and fatigue. Etc. The Safety (SO):

- Monitors worker safety,
- Advises the Incident Commander (IC) on disaster or emergency management safety,
- Works with the Operations Section Chief (OSC) to ensure safety of field personnel, and
- Ensures safety of all personnel involved with the disaster or emergency.

Public Information Officer (PIO):

Is responsible for interfacing with the public and media or with other agencies with incident-related information requirements. The Public Information Officer (PIO):

- Works with the media to ensure that evacuation orders are communicated to affected neighbors,
- Prepare releases with information about the status of the community prior to the next morning,
- Arrange a press briefing in advance of the next news cycle,
- Advises the incident commander on information releases and media relations,
- Obtains information from and provides information to the Planning Section, and
- Obtains information from and provides information to the community and the media.

Liaison Officer (LO):

Is responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer (LO):

- Serves as the point of contact for supporting agencies and organizations,
- Coordinates with communities that are providing mutual aid and with private-sector utilities that are supporting the response,
- Works with the business community to identify response needs, and

- Provides briefings to and answers questions from supporting agencies and organizations.

General Staff:

A group of incident management personnel organized according to function and reporting to the Incident Commander (IC). The General Staff normally consists of the Operations Section Chief (OSC), Planning Section Chief (PSC), Logistics Section Chief (LSC), and Finance/Administration Section Chief.

Operations Section Chief (OSC):

Is responsible for all tactical operations at the incident. The Operation Section Chief (OSC):

- Develops and implements strategy and tactics to accomplish the incident objectives,
- Organizes, assigns, and supervises all the tactical or response resources assigned to the incident, and
- Takes direction from the Incident Commander (IC).

Planning Section Chief (PSC):

Is responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans (IAP). The Planning Section Chief (PSC):

- Maintains information on the current and forecasted situation, and on the status of resources assigned to the incident,
- Helps ensure responders have accurate information, such as the number of students and civilians remaining in buildings,
- Provides resources such as maps and floor plans, and
- Records chronology of incident events for legal, analytical, fiscal, and historical purposes.

Logistics Section Chief (LSC):

Is responsible for providing facilities, resources, and others services as need to support incident management. The Logistics Section Chief (LSC):

- Orders, obtains, maintains, and accounts for essential personnel, equipment, and supplies,
- Provides communication planning and resources,
- Sets up or organizes food services,
- Sets up and maintains incident facilities,

- Provides and organizes for support transportation, and
- Provides and organizes medical services for incident personnel (not injured community members).

The Logistics Section Chief (LSC) and the Administration/Finance Section Chief have to work closely to contract for and purchase goods and services needed at the incident.

Administration/Finance Section Chief:

Is responsible for all incident costs and financial considerations, and is assigned to pay for response efforts. The Administration/Finance Section Chief:

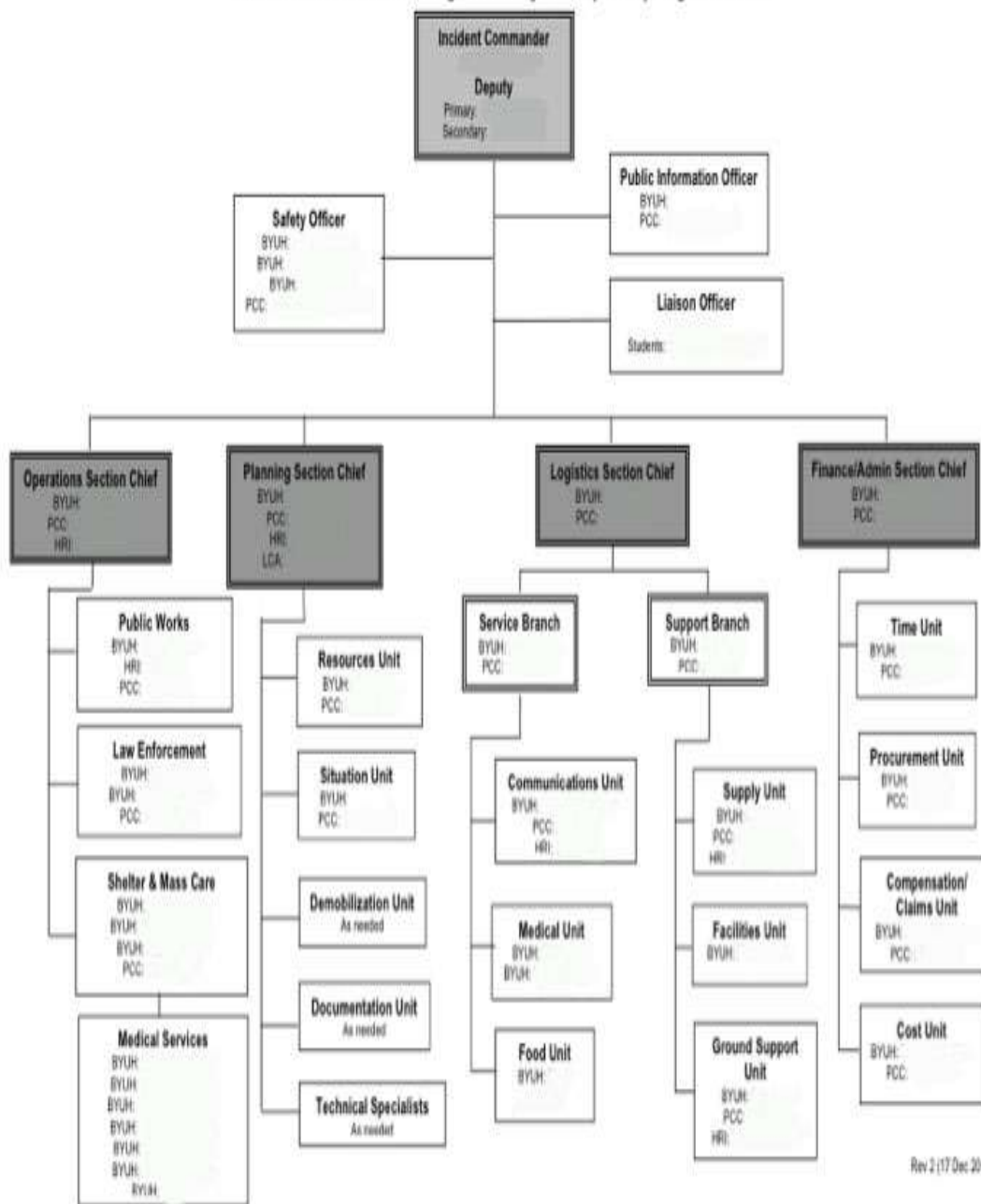
- Handles contract negotiation,
- Tracks personnel and equipment time,
- Documents and processes claims for accidents and injuries occurring at the incident, and
- Keeps a running tally of the costs associated with the incident.

The Administration/Finance Section Chief works most closely with the Logistics Section Chief (LSC) ensuring the ability to contract for and procure the resources necessary to manage an incident.

For Section specific units and instruction see [Appendix 5: Incident Command System \(ICS\)](#).

The following chart is an example template of the Incident Command System (ICS) hierarchical organization

BYU Hawaii-PCC-HRI
National Incident Management System (NIMS) Organization



For current organization chart and personnel see [Appendix 2: Contact Information](#).

Section III: Activation of Emergency Plan

When the Laie Emergency Plan (LEP) should be activated:

The Laie Emergency Plan (LEP) will be activated under the direction of the Laie Emergency Council (LEC) when one of the following occurs:

1. As soon as an “advisory, watch or warning” of a hurricane, flooding, tsunami, or other significant event is issued by the Honolulu Department of Emergency Management (DEM), by the National Weather Service (NWS), or by the Pacific Tsunami Warning Center (PTWC). Any of these trigger a Condition of Readiness (COR),
2. Hawaii State Civil Defense (SCD) warning sirens sound and/or an evacuation announcement is made on the Emergency Broadcast System (EBS), or radio and television stations, or
3. When the Laie Emergency Council (LEC) declares a community emergency.

How the Laie Emergency Plan (LEP) is activated – Notification Procedures:

The Laie Emergency Plan (LEP) is activated when Laie Emergency Council (LEC) members and the Incident Management Team (IMT) members are contacted. These individuals must be notified immediately that the plan has been activated so they can begin to carry out their specific plan procedures and tasks. For specific hazards procedures see Appendix 1: Conditions of Readiness (COR).

Any one in the following positions can activate the Laie Emergency Plan (LEP)
Begin notification: A member of the Laie Emergency Council (LEC), the pre-designated Incident Commander (IC), Safety Officer (SO), Liaison Officer (LO), Public Information Officer (PIO); Operations, Logistics, Planning, or Finance/Administration Section Chief, and on duty security personnel.

Notification will normally come under the direction of a Laie Emergency Council (LEC) member or the Incident Commander (IC). If conditions do not allow notification by telephone, Laie Emergency Council (LEC) and Incident Management Team (IMT) members must be contacted by radio or by other means.

Brigham Young University-Hawaii (BYUH), Polynesian Cultural Center (PCC), and Hawaii Reserves Inc. (HRI) security staff and additional staff may be asked to assist with notification.

If notification comes by warning siren or through the Emergency Broadcast System (EBS), Laie Emergency Council (LEC) and Incident Management Team (IMT) members should automatically report to the Incident Command Post/Emergency Operations Center (ICP/EOC) located in the Brigham Young University-Hawaii (BYUH) Lorenzo

Snow Building (LSB) President's Conference Room and/or immediately contact their assigned leaders.

- However, prior to reporting to the Incident Command Post/Emergency Operations Center (ICP/EOC), responding personnel should quickly ensure that their families know what to do (including evacuation procedures and shelter locations), where they are, and how to contact them.

The community will be notified according to the procedures set forth the following Section IV Incident Command Post/Emergency Operations Center (ICP/EOC) under, ICP/EOC Communication: Community.

Section IV: Incident Command Post/Emergency Operations Center

Incident Command Post (ICP):

Is the field location at which the primary tactical-level, on-scene incident command functions are performed. It is where the Incident Management Team (IMT) will meet for briefings, other planning and incident coordinating meetings. The Incident Command Post (ICP) may be located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light. For most incidents the Incident Command Post (ICP) will be in the same location as the Emergency Operations Center (EOC). For small incidents only an Incident Command Post (ICP) can open up as decided necessary.

Emergency Operations Center (EOC):

Is the physical location at which the coordination of information and resources to support incident management activities takes place. The Emergency Operations Center (EOC) functions as a communication center where information is received and analyzed. All information is documented and prepared and posted as reports, maps and forecast.

Unless otherwise decided based on the scale of an emergency, Incident Management Team (IMT) members will run the Incident Command Post/Emergency Operations Center (ICP/EOC). If the situation increase, becomes more complicated or the Incident Commander (IC) decides a separate Emergency Operations Center (EOC) staff is needed, then, and only then will the Incident Command Post (ICP) and the Emergency Operations Center (EOC) be separated and fulfill their specific roles.

The Incident Command Post/Emergency Operations Center ICP/EOC will normally be set up at the Brigham Young University-Hawaii (BYUH) Lorenzo Snow Building (LBS) Presidents Council Room. If it becomes necessary to have an Emergency Operations Center (EOC) separate from the Incident Command Post (ICP) the Emergency Operations Center (EOC) will be set up in the Brigham Young University-Hawaii (BYUH) Cannon Activity Center (CAC) Band Room or other facility as decided necessary. Other potential locations are the Brigham Young University-Hawaii (BYUH) Facilities Management Conference Room, the Stake Center High Council Room and the Library Instruction Room depending on the nature of the emergency.

For more detailed plans and procedures on how to operate the Incident Command Post/Emergency Operations Center (ICP/EOC) see Annex G: Incident Command Post/Emergency Operations Center (ICP/EOC).

Incident Command Post/Emergency Operations Center (ICP/EOC) Access:

Access to the Incident Command Post/Emergency Operations Center (ICP/EOC) is limited to the Laie Emergency Council (LEC), Laie Emergency Planning Committee

(LEPC), Incident Management Team (IMT), Shelter Managers, and others who have been issued Incident Command Post/Emergency Operations Center (ICP/EOC) vests or clearance passes.

Incident Command Post/Emergency Operations Center (ICP/EOC) Communications:

Radios:

Upon arrival at the Incident Command Post/Emergency Operations Center (ICP/EOC) radios and/or phones will be distributed to among the Laie Emergency Council (LEC), Laie Emergency Planning Committee (LEPC) and the Incident Management Team (IMT) members, to provide constant communications in the event the telephone system fails.

Government Agencies:

Only Incident Management Team (IMT) leaders, the Laie Emergency Council (LEC) and the Laie Emergency Planning Committee (LEPC) are authorized to speak directly to Honolulu Department of Emergency Management (DEM), Hawaii State Civil Defense (SCD), Fire, Police, Emergency Medical Services (EMS) and/or other government officials on behalf of the Laie Emergency Plan (LEP).

Media:

The Public Information Officer (PIO), or members of the Laie Emergency Council (LEC), or Laie Emergency Planning Committee (LEPC) will communicate directly with the media and handle all press releases. All media inquiries should be directed to these individuals.

Community:

As directed by the Laie Emergency Council (LEC), Stake Laie Emergency Council (LEC) members will notify their bishops and/or their counselors, who will then notify all people (members and non-members) within their ward boundaries. As Stake Laie Emergency Council (LEC) members receive information they will report it periodically to the Incident Command Post/Emergency Operations Center (ICP/EOC). Under the direction of the Laie Emergency Council (LEC) use of Mobile Public Address System or bullhorns can be used to notify, warn and mobilize the community. This type of notification will usually be done through Hawaii Reserves Inc. (HRI) or Brigham Young University-Hawaii (BYUH) security personnel.

Long Distance Communication:

If telephone systems fail for a prolonged period of time, it will be necessary to activate the Radio Amateurs Communication Emergency System (RACES), Amateur Radio Emergency Service (ARES) or Emergency Response Radio System (ERRS) amateur Ham Radio networks. These systems permit communication within Laie, with other parts of Hawaii, with the U.S. mainland and the world (including LDS bishops' storehouses around the world). Short-range and long-range radio systems and network systems are located at the Brigham Young University-Hawaii (BYUH) Aloha Center Room _____ and will be operated by Incident Management Team (IMT) Communication Unit under the supervision of the Logistics Section Chief (LSC). See Appendix 2: Contact Information for a list of Ham radio operators in Laie and brief discussion about these radio systems.

Equipment:

Once the Incident Command Post/Emergency Operations Center (ICP/EOC) is opened, necessary equipment and supplies for operation will be transported to it.

For a list of specific equipment, supplies, where it is found and who is in charge of it, see Appendix 3: Equipment List.

Security

The Incident Command Post/Emergency Operations Center (ICP/EOC) will assign and designate a person for security to help protect property, keep out those not authorized and assist Incident Command Post/Emergency Operations Center (ICP/EOC) staff as needed. This person does not have to be from the security personnel of one of the major community entities. The security person will be present at all times from the opening to closing of Incident Command Post/Emergency Operations Center (ICP/EOC).

Section V: Disaster Recovery and Normalization

Disaster recovery and normalization will be based on the nature and scope of the emergency and will proceed under the direction of the Laie Emergency Council (LEC), Laie Emergency Planning Committee (LEPC) and the Incident Management Team (IMT). Particular emphasis should be placed on:

- 1) Damage assessment and documentation (for insurance purposes):
 - a) The Planning Section Chief (PSC) will coordinate with representatives from the LDS Church entities and the stakes and wards to assess and prioritize the needs for cleanup and recovery.
- 2) Clean up and salvage priorities:
 - a) Operations Section Chief (OSC) will make assignments to personnel and volunteer groups to assist with the cleanup and recovery operations, and
 - b) As appropriate, the Liaison Officer (LO) will coordinate with outside entities to assist in this work.
- 3) Interim entity operations:
 - a) Each entity will oversee its own recovery operations as needed, coordinating with the Laie Emergency Council (LEC), Laie Emergency Planning Committee (LEPC) and the Incident Management Team (IMT) as needed.
- 4) Communication with insurance carriers:
 - a) Each entity will coordinate with their insurance carrier. The Administration Section will carefully track costs of the recovery effort.
- 5) Repair and replacement of damaged or lost property:
 - a) Each entity....
- 6) Return to normal operations:
 - a) Each entity will be responsible to prepare business continuity plans in advance of disasters to facilitate timely return to normal operations.
- 7) Evaluation of incident, suggest and make changes to improve Laie Emergency Plan (LEP).

Section VI: Review and Maintenance of the Laie Emergency Plan (LEP)

Laie Emergency Plan (LEP) personnel should be in the process of completing the following on an ongoing basis:

1. Annual review of the Laie Emergency Plan (LEP):
 - a. Placing an emphasis on emergency response actions and tasks for various Condition of Readiness (COR) see Appendix 1: Conditions of Readiness.
2. Annual training:
 - a. Honolulu Department of Emergency Management (DEM), Federal Emergency Management Agency (FEMA) online training, American Red Cross and other training as needed for key personnel: Laie Emergency Council (LEC), Laie Emergency Planning Committee (LEPC), Incident Management Team (IMT), Shelter Team members, and certain personnel from all of the Laie community entities, especially security.
3. Annual table-top exercises:
 - a. A walk-through exercise is should be held in the spring (before hurricane season officially begins in June) involving most or all the Laie Emergency Plan (LEP) members. This could include participation in the state wide Makani Pahili emergency exercise conducted in May of each year.
4. Annual shelter walk-through exercises:
 - a. Done for each shelter to ensure equipment and personnel readiness for each shelter.
5. Periodic “call out” exercises:
 - a. May coincide with the Honolulu Department of Emergency Management (DEM) emergency siren test at the beginning of each month. The exercise should include as many members from the Laie Emergency Council (LEC), Laie Emergency Planning Committee (LEPC), Incident Management Team (IMT), entity Security, and the Shelter Managers to ensure the accuracy of existing phone and radio lists. Updates to lists should be made as needed.
6. Annual community education and training, which may include:
 - a. Community meetings and special Church meetings,
 - b. Ke Alaka'i articles, and/or
 - c. Distribution of informational flyers, pamphlets or brochures.
7. Semi-annual equipment readiness checks:

- a. Held prior to commencement of the official hurricane season on June 1st and after the season ends on November 30th.
8. Periodic reviews of emergency plans:
- a. For each individual entity and LDS Stake. To be conducted by entity and LDS Stake personnel with assistance from the Incident Management Team (IMT), Laie Emergency Planning Committee (LEPC) and/or the Laie Emergency Council (LEC), as needed and requested.
9. Tickler file:
- a. For review in each monthly Laie Emergency Planning Committee (LEPC) meeting to monitor the periodic training, exercise and review schedule.

Annex A: Communication, Warning, and Emergency Public Information (EPI)

Annex B: Evacuation

Notification to Evacuate

An evacuation will normally be initiated by the coordinated sounding of sirens and an announcement on the Emergency Broadcast System (EBS), radio and television stations, under the direction of the Honolulu Department of Emergency Management (DEM). Until an evacuation order is given, residents should remain at home,

- Except in the case of a earthquake felt. In which case residents should evacuate immediately inland and/or to higher ground.

For hurricanes community residents will normally be instructed to evacuate to the Brigham Young University-Hawaii (BYUH) Cannon Activities Center (CAC) See Annex J: Shelter Information. In the case of tsunami, residents should evacuate to areas well out of the inundation zone such as; BYUH Mauka side, the Quarry, Treatment Plant, Temple Hill, Cackle Fresh and Gunstock Ranch. The second floor of well constructed reinforced cement buildings with more than 3 stories can also be used, but are not recommended if they are in close proximity to the ocean

Evacuation Guidelines

Security:

Security personnel will assist with efforts to notify community residents to evacuate and stay away from threat areas (e.g., flood prone areas, drainage canals and streams, shoreline storm surge areas, the beach in the case of a tsunami threat, etc.). Security will also monitor and direct evacuation traffic and periodically make progress reports to the Operations Section Chief. For security procedures see Annex H: Security Plan.

In the event that police are unable to provide adequate patrols of the community, security may assist police as directed by the Laie Emergency Council (LEC) to prevent looting or other crimes. This does not include confrontational or heroic measures that could be dangerous for unarmed security personnel. Security should patrol primarily to observe and be observed.

Traffic:

In order to maintain the roads free of traffic so that trams, emergency vehicles, security vehicles and other necessary vehicles may travel quickly and freely to the

Brigham Young University-Hawaii (BYUH) campus and other parts of Laie, Security will block off selected private roads in and near the campus.

Where safe to do so, evacuees living in Laie should be encouraged to walk to the shelter(s) to avoid traffic congestion and allow freer access for emergency and medical vehicles, and because parking at the shelters will be limited and unable to accommodate all evacuee cars. However, exceptions will and should be made for certain special needs. Limited parking will be available for buses, trams, emergency vehicles, security vehicles and other necessary vehicles, such as Laie Emergency Plan (LEP) personnel as decided necessary.

Stakes and Wards:

Each ward within the stakes can assist with the evacuation within their ward boundaries by:

- Assisting with evacuation notification when necessary,
- Assisting and accounting for member and non-member residents, especially the physically challenged (e.g., the elderly or disabled), and
- Reporting evacuation progress to their stake leaders who will provide the Incident Commander with periodic reports, see Appendix 1: Conditions of Readiness (COR) for when to evacuate for specific hazards. Wards are encouraged to form emergency teams to fulfill these duties.

Brigham Young University-Hawaii (BYUH) Campus Access:

Security will direct traffic flow near and on the Brigham Young University-Hawaii (BYUH) campus and post a guard at Gate 8, the entrance to the road behind the Polynesian Cultural Center (PCC) running along the BYUH campus and the main campus entrance to allow only emergency vehicles, security vehicles, trams and tour buses, emergency plan personnel vehicles, and other necessary vehicles to pass.

Polynesian Cultural Center (PCC) Guests:

Polynesian Cultural Center (PCC) employees will direct the evacuation of their guests according to the PCC emergency plan

Evacuation Assistance:

Once Polynesian Cultural Center (PCC) guests have been evacuated to shelters, the PCC and Brigham Young University-Hawaii (BYUH) should make trams, buses and other vehicles available for the evacuation of residents, especially the physically challenged and elderly as decided necessary.

Evacuation Halt:

Families leaving their residence for emergency shelter will be vulnerable to natural hazards as the emergency progresses (e.g., a storm or hurricane). When conditions become too dangerous for further travel, the Honolulu Department of Emergency Management (DEM) Emergency Broadcast System (EBS) announcement will usually notify residents to discontinue evacuation travel and remain home.

Annex C: Health, Medical and Mass Care**Annex D: Resource Management****Annex E: Damage Assessment****Annex F: Search and Rescue****Annex G: Incident Command Post/Emergency Operations Center (ICP/EOC)****Annex H: Security Plan****Annex I: Volunteer Plan****Annex J: Shelter Information**

Shelters will open after the Red Cross has recognized an emergency situation and permission granted by the Brigham Young University-Hawaii (BYUH) administration. The Shelter Manager (The person assigned and who has authority to manage sheltering activities), will then contact the Shelter team, ready and open designated shelters in accordance with the American Red Cross Shelter Operations Manual. The Shelter Manager may ask for additional support from the Incident Commander (IC) as needed.

Shelters can be opened in two different phases:

- Evacuation Phase, is a temporary shelter intended to last the duration of a storm, and
- Shelter Phase, which is intended for longer term sheltering after an incident has occurred and recovery operations are taking place.

Shelter Locations:

The only Hurricane Rated Shelters in Laie are to be opened during: the Evacuation Phase:

1. Brigham Young University-Hawaii (BYUH) Cannon Activity Center (CAC): **For Community Only**
2. Brigham Young University-Hawaii (BYUH) Stake Center (Operated by BYUH not the American Red Cross): **for BYUH Student only.**

These shelters will be used primarily during the Evacuation Phases.

Under the Shelter Phase, long term sheltering, additional buildings are available:

1. Brigham Young University-Hawaii (BYUH) Old Gym and Racquetball Courts
2. Brigham Young University-Hawaii (BYUH) Auditorium.

These facilities will be opened as needed and decided necessary.

General Information:

Capacity of each shelter for different phases _____

Services offered there, ex. BYUH Stake Center has power, continuous and food for student for ____ days.

